

Amended - Variable Compensation Plan for FY 2012

D. Scope of State Personnel Director or Designee Authority

7. Appointment of Executive Directors

For the purposes of this section, the supervisory authority is the individual, board or commission which may terminate an agency head either at will or through due process as specified by legislation. For agencies where no supervisory authority is specified, the State Personnel Board will set the salary of the agency head.

a. Initial Salary

The supervisory authority responsible for appointing each Executive Director shall have the flexibility at the time of hire to establish the salary of the appointed official within the appropriate range. The salary shall be based upon factors directly related to job performance such as previous work experience and educational attainment. The following documentation shall be submitted at the time of the appointment:

- (1) A letter of appointment, signed by the Governor or the chairperson of the appointing board or commission;
- (2) An Experience and Training Record completed by the employee; and
- (3) A copy of the official minutes wherein the employment decision was reached.

b. Subsequent Salary Increases

Upon approval of the State Personnel Director, supervisory authorities may increase the salary of an Executive Director at any time after initial appointment.

In no case will an Executive Director exceed the end salary of the position. However, the salary range of an incumbent Executive Director shall be increased an amount equal to the educational benchmark(s) awarded under the provisions of Section D.9.d.

The salary of an incumbent agency head may not be reduced without approval of the State Personnel Board.

The following documentation shall be submitted at the time of request:

- (1) A screen print of the appropriate "Change Compensation" screen in SPAHRS; and

(2) A copy of the official minutes wherein the salary change was requested.

c. Executive Salaries Set in Statute

If an Executive Director whose salary is set by statute is transferred or reallocated to an Executive Director position not set in statute, the salary of that individual may be established under the provisions of Section D.7 above.

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a. Initial Salary

The supervisory authority responsible for appointing each Executive Director shall have the flexibility at the time of hire to establish the salary of the appointed official ~~up to mid-point~~ within the appropriate range ~~during the first twelve (12) months of hire. If the individual being appointed has served as an executive director for another state agency for at least twelve (12) months, then the appointing authority may establish the salary up to the end salary of the appropriate range.~~ The salary shall be based upon factors directly related to job performance such as previous work experience and educational attainment. The following documentation shall be submitted at the time of the appointment:

- (4) A letter of appointment, signed by the Governor or the chairperson of the appointing board or commission;
- (5) An Experience and Training Record completed by the employee; and
- (6) A copy of the official minutes wherein the employment decision was reached.

b. Subsequent Salary Increases

Upon approval of the State Personnel Director, supervisory authorities may increase the salary of an Executive Director at any time after initial appointment, ~~except as otherwise limited above in Section D.7.(a).~~

In no case will an Executive Director exceed the end salary of the position. However, the salary range of an incumbent Executive Director shall be increased an amount equal to the educational benchmark(s) awarded under the provisions of Section ~~D.9.e.~~ D.9.d.

The salary of an incumbent agency head may not be reduced without approval of the State Personnel Board.

The following documentation shall be submitted at the time of request:

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